

Town of Newcomb Comprehensive Plan Proposed Revision and Update Process plan

January 3, 2019

Overview

The current comprehensive plan was created in 2008 and 09, and adopted by the Town in 2010. As a planning and guiding document, it is critical it is updated regularly in order to remain vital, and reflect the changing aspirations, goals, and conditions (physical, demographic, and economic) of the town. An update of the Comp Plan is appropriate and well timed.

Time line

The Comp Plan process should take 12-16 months to do properly, resulting in a community supported, well-researched, effective and usable plan. During the update period, immediate action items and/or high priority issues stemming from the Comp Plan process can be, and in some cases should be, pursued simultaneously. For example, aspects of the Town Zoning Laws identified as lacking, out of date, or in conflict with established goals can be updated immediately, rather than waiting for a thorough overhaul of town zoning laws once the final Comp Plan is adopted.

Committee Organization

Membership on the Comp Plan committee will be voluntary, and participants will be invited to participate through three pathways:

1. Broad-scale, impersonal invitation including notification in the Town Newsletter, School Newsletter, and Town Website.
2. Direct impersonal invitation to select groups and town entities such as working committees and boards, including the Event and Marketing committees, and the Planning Board and Zoning Board of Appeals
3. Direct, personal invitations will be extended to key individuals identified by town leadership. Personal invitation will be extended either by the chair of the Comp Plan committee (Hai) or the Town Supervisor (DeLoria), and will involve direct requests for the individual to serve on the committee.

Committee Work Plan

The following outline suggests the process the committee will follow however, additional steps might be added, or identified steps omitted, depending on final planning, and outcomes of preceding steps. Some aspects of this work plan will happen simultaneously, specifically the committee's comp plan review process and the broader community engagement process.

Develop Comp Plan Committee

- Write announcement
- Publish and distribute announcement via community pathways
- Meet with select community members to deliver direct invitations
- Initiate regular Comp Plan committee meetings (at least once, but perhaps twice a month)

Review current Comp Plan

- Assess current conditions against stated goals
- Assess remaining goals against current conditions and community needs

- Identify key areas of plan, and data, in need of revision and updating
- Conduct gap analysis
- Conduct SWOT analysis

Solicit community Input

- Conduct SWOT analysis
- Consolidate and synthesize results of community input and SWOT analysis
- Solicit public comment on synthesis

Prioritize results

- Research ideas, actions and outcomes for areas of priority
- Write 1st draft of revised plan
- Solicit public comment on draft
- Consolidate and synthesize public comment
- Write 2nd draft
- Review 2nd draft
- Write final draft
- Review final draft
- Submit to town council for adoption

Public Roll-out and Community Engagement

- Develop public forum announcement/invitation

- Plan public forum

- Date
- Location
- Presentation
- Develop guiding questions
- Materials
- Facilitators
- Recording mechanisms (flip charts, surveys, etc.)

Community survey

- Develop survey instrument
- Distribute survey
- Consolidate and assess feedback
- Synthesize public comment

Targeted Information Sessions

Several specific stake-holder groups will be invited to attend meetings designated solely for a discussion of issues related to their area of interest. For example, specific conversations will be created for the Town Council and elected leadership, Newcomb Central School, business interests, and the recreation community.

Special areas of concern

There are several areas of planning and zoning law known already to need attention. These areas will be added to the prioritized lists and addressed by the Comp Plan committee in their work. This will ensure these priority areas are included in the work and deliberations of the committee, and included in the final, revised comprehensive plan.